



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-E


05 December 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 5, Reasonable Accommodation Policy

1. Reference Equal Employment Opportunity Commission, Management Directive 715, Model Agency Title VII and Rehabilitation Act Programs, Part V., 25 August 2003.
2. TRADOC fully complies with the reasonable accommodation requirements of the Rehabilitation Act of 1973. Reasonable accommodations will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship.
3. A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a disability. The reasonable accommodation process begins as soon as the request for accommodation is made. The [enclosure](#) establishes procedures for processing requests for accommodation.
4. The servicing Equal Employment Opportunity (EEO) Office is responsible for maintaining records of all requests for reasonable accommodation. To enable the TRADOC EEO Office to maintain accurate records, all TRADOC organizations are required to forward reasonable accommodation information to the HQ TRADOC EEO Office.
5. This policy is effective for 2 years from the published date.

[Encl](#)


WILLIAM S. WALLACE
General, U.S. Army
Commanding

ATCS-E

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